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2 MAY 1958

MEMORANDUM FOR: Chief, Analysis Division
Chief, Industrial Division
Chief, Materials Division
Chief, Services Division

SUBJECT: Materials for Budget Submission

1. Attached is a copy of a memorandum from Chief St/A calling for the annual budget submission for the ERA and components.

2. You are requested to supply the information called for in paragraphs A, B, and C by c.o.b. 9 May. Forms for submitting the estimated costs of travel and other items are attached.

3. With respect to the information requested in paragraph A (2), you need not submit a list of projects completed or currently in process. St/PR will compile these lists.

4. Please note the planned cutback in overtime for FY 1959 and FY 1960 (paragraph B (2)(a)). You will need to justify any requests for overtime above the planned level.

5. You have already been asked to submit proposed external research projects in the detail required for budget purposes by c.o.b. 6 May. These proposals will be discussed at the staff meeting on 8 May.

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Chief, Economic Research Area

Distribution:

- ✓ 1 - OCh/E
- 1 - ea. Addressee
- 2 - St/PR

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blw/2803 (2 May 58)